

## **WORKPLAN**

*(Insert Name of Recipient)*

### **Workplan for CERCLA Section 104(k) Revolving Loan Fund Cooperative Agreement XXX, 2007 thru XXX, 2012**

#### **1. GOAL 4: Healthy Communities and Ecosystems**

**Objective 4.2 Communities – Sustain, Clean Up, and Restore Communities and the  
Ecological Systems that Support Them**

**Subobjective 4.2.3 Assess, Clean Up and Redevelop Brownfields**

#### **CFDA: 66.818 Assessment, Cleanup, and Revolving Loan Fund Grants**

**OBJECTIVE:** (Insert short (2-3 paragraph) description and objectives of recipient's  
project/program)

**Example:** The Small Business Liability Relief and Brownfields Revitalization Act (SBLRBRA) was signed into law on January 11, 2002. The Act amends the Comprehensive Environmental Response, Compensation and Liability Act (CERCLA), as amended, by adding Section 104(k). Section 104(k) authorizes the U.S. Environmental Protection Agency (EPA) to provide funding to eligible entities to inventory, characterize, assess, conduct planning related to, remediate, or capitalize revolving loan funds for, eligible brownfield sites. Entities are selected from proposals prepared in accordance with the "Proposal Guidelines for Brownfield Assessment, Revolving Loan Fund, and Cleanup Grants," and submitted in a national competition. The City of Anywhere, USA, as a general purpose unit of local government, was selected for a Revolving Loan Fund grant in the FY 2007 competition.

Our city's ABC area has been in economic and physical decline for the past 20 years, with the possibility of lingering contamination from former commercial operations such as XYZ. Remediating brownfield properties in ABC area will aid the redevelopment of this area in accordance with the City Master Plan, and bring about a higher use that is more beneficial to the community. The goals of the project to be funded by this cooperative agreement is to capitalize a revolving loan fund and make loans and subgrants to eligible entities for cleanup of sites in order to facilitate the properties' redevelopment. These goals will be accomplished by site-specific and non-site-specific activities. Non-site-specific tasks include developing the loan program, marketing the program to cities, towns, developers, etc., obtaining contractor services to provide a Qualified Environmental Professional (QEP), and conducting public outreach and preparing outreach materials relevant to the RLF program. Site-specific tasks include verifying site and borrower/subgrant eligibility, preparing loan documents, preparing QAPPs, conducting site-specific public relations activities, preparing ABCAs, and consulting with, and enrolling sites in, the State Voluntary Cleanup Program (VCP).

Cooperative agreement funding will be used to cover the costs of activities at or in direct support of brownfields sites as defined under CERCLA 101(39). The overall coordination of the cooperative agreement will be carried out by the City Project Manager, assisted by the Finance

Department Manager and the City Attorney, with technical assistance and oversight to be performed by an environmental consultant and the VCP.

**2. FUNDING:**        **\$X,XXX,XXX Hazardous Substances; \$X,XXX,XXX Petroleum**

**3. BUDGET:**

The total costs estimated for the project must agree with the amounts contained in the Application for Federal Assistance Budget Page (Form 424a). (Use amounts from proposal. Include four budgets if you receive both hazardous substances and petroleum funding.)

<b>Project Tasks for Loans (at least 60% of total amount received)</b>				
Budget Catagories	Task 1 (insert task name)	Task 2 (insert task name)	Task 3 (insert task name)	Task 4 (insert task name)
Personnel				
Fringe Benefits				
Travel				
Equipment*				
Supplies				
Contractual				
Loans				
Other (specify)				
Subtotal				
<b>Project Tasks for Subgrants (no more than 40% of total amount received)</b>				
Budget Catagories	Task 1 (insert task name)	Task 2 (insert task name)	Task 3 (insert task name)	Task 4 (insert task name)
Personnel				
Fringe Benefits				
Travel				
Equipment*				
Supplies				
Contractual				
Subgrants				
Other (specify)				
Subtotal				
<b>Total</b>				
<b>Cost Share</b>				

- EPA defines equipment as items that cost \$5000 or more. Items costing less than \$5000 are considered supplies.

#### 4. WORKPLAN TASKS

The Workplan must describe the tasks/activities to be accomplished, the expected time frame for accomplishment (commitments), the projected results of the activities (outputs) and deliverables, and the projected environmental improvement (outcomes).

**Example Task 1: Cooperative Agreement Oversight** – (Describe this task, which could include: Hiring a Qualified Environmental Professional (QEP), attending relevant training & conferences, preparing quarterly/final progress reports, Property Profile Forms, and financial status reports, administering project closeout, obtaining legal assistance [property title search, loan application review and processing, applicable regulation interpretation, etc.], and such)

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>
<b>Example Activity 1: Obtain QEP Services</b> Prepare Request For Proposals, evaluate applications, conduct interviews, hire contractor. Prepare scope of work. Prioritize, track and evaluate contractor products. Conduct periodic project status meetings with contractor to discuss project issues and priorities. Conduct annual performance evaluations for contractor.	Ongoing activity	High quality contractor work products that meets the recipient's and EPA's expectations; confirmation in quarterly report that contractor selection was competed and made.	Maintain effective work force to meet workplan commitments
<b>Example Activity 2: Travel &amp; Training</b> Attend brownfields related meetings, training sessions and conferences.	Ongoing activity	Meetings, conferences, training sessions attended.	Increase knowledge of brownfields issues and programs
<b>Example Activity 3: Reporting</b> Submit Quarterly Reports, prepare and update Property Profile Forms, etc.	Quarterly	Reports & Property Profile Form submitted on time.	Maintain and update accomplishments of RLF program
<b>Etc.</b>			

**Example Task 2: Community Involvement** - (Describe this task, which could include: Developing marketing materials such as brochures, preparing Community Involvement Plans, conducting public meetings and press events for loans/subgrants, maintaining information repository, etc.)

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>
<b>Example Activity 1: Develop Marketing Tools</b> Prepare marketing tools such as literature, brochures, web sites, forums, etc. to communicate availability of program to stakeholders	1 <sup>st</sup> QTR 2008	Literature, brochure, etc.; placement on community web site, etc.	Attract sites into the program and improve understanding and participation in RLF
<b>Example Activity 2: Prepare Community Involvement Plan</b> Prepare plan to involve public in cleanup activities by providing reasonable notice of proposed cleanup, opportunity for involvement, response to comments, designation of a spokesperson, and maintenance of an information repository	As projects go through program	Plan to involve community in cleanup activities; placement in information repository, etc.	Improve community understanding of cleanup and redevelopment process and increase awareness of site availability/redevelopment status
<b>Example Activity 3: Conduct Public Meeting</b> Provide public notice via newspaper or other suitable means to notify the community, conduct public meetings to communicate site cleanup alternatives and progress, and make proceedings of public meeting available to the community	As projects go through program	Community meeting; details of meeting placed in information repository, etc.	Increase public awareness and provide participation in site cleanup activities
<b>Etc.</b>			

**Example Task 3: Make Loans/Subgrants** - (Describe this task, which could include: determining site and borrower/subgrantee eligibility; ensuring sites are entered into applicable VCP, preparing loan/subgrant documents; legal reviews; preparing the Quality Assurance Project Plan; preparing the ABCA; reviewing cleanup documents, etc.)

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>

<b>Example Activity 1: Determine Site &amp; Borrower/Subgrant Eligibility</b> Seek approval from EPA that the site and borrower/subgrantee are eligible to receive EPA funding.	As projects come into program	Sites entered into RLF program; to be noted in quarterly report, etc.	Projects entered into RLF program
<b>Example Activity 2: Ensure Site is Enrolled in VCP</b> Ensure that borrower/subgrantee has enrolled site in the applicable state response program. Borrower/subgrantee must enroll their site in the applicable response program to receive federal brownfields funding	As projects go through program	Site is enrolled in applicable state response program; to be noted in quarterly report, etc.	Cleanup is in compliance with state response program
<b>Example Activity 3: Prepare Loan/Subgrant Documents</b> Develop loan/subgrant agreements, documents, promissory notes, etc. that include all applicable federal environmental and cross-cutting requirements (i.e. Davis-Bacon)	As projects go through program	Signed loan/subgrant documents; to be noted in quarterly report, etc.	Loans/Subgrants processed
<b>Example Activity 4: Prepare Analysis of Brownfields Cleanup Alternatives (ABCA)</b> Prepare an ABCA that identifies the objectives of the remediation; provides an analysis of cleanup alternatives; documents the site requires remediation; provides information about site background, threats to public health and environment; enforcement activities; projected costs; and identifies the selected alternative and the rationale for its selection	As projects go through program	Approved ABCA; placement in information repository, etc.	Assures proper cleanup alternative is selected and communicated to the public

<b>Example Activity 5: Prepare Remedial Design &amp; Engineering Documents</b> Prepare appropriate remedial design documents for state response program, engineering design documents for cleanup contractors to perform work, and a budget detailing how EPA funds will be used to cleanup sites	As projects go through program	Approved remedial action and engineering/design documents and an approved budget; placement in information repository, etc.	Assures cleanup will be done in compliance with state response program and EPA funds will be used for eligible costs
<b>Example Activity 6: Prepare QAPP</b> Prepare a QAPP for any environmental sampling to be conducted on sites and submit to EPA for approval	As projects come into program	Approved QAPP; placement in information repository, etc.	Assures proper confirmatory testing methods and analytical data results are achieved
<b>Etc.</b>			

**Example Task 4: Oversee Site Cleanup** - (Describe this task, which could include: periodic site visits by QEP, preparation and submission of required close out documentation for VCP, receipt of final completion letter from state, etc.)

<b>Activities (Commitments)</b>	<b>Expected Timeframe for Accomplishment (FFY Quarter)</b>	<b>Projected Results of Activities (Outputs) &amp; Reporting</b>	<b>Projected Environmental Improvement (Outcomes)</b>
<b>Example Activity 1: Conduct Periodic Inspections</b> QEP conducts appropriate site inspections during remediation to ensure compliance with cleanup plans.	During remediation of sites	Site reports from QEP; placement in information repository, etc.	Assures cleanup is in compliance with VCP
<b>Example Activity 2: Cleanup Documentation</b> Prepare and submit close out documentation to state indicating that cleanup is complete and protective to human health and the environment and identifies any institutional controls and long term monitoring.	After remediation of sites	Final cleanup documents; placement in information repository, etc.	Assures cleanup is complete and protective of human health and the environment

<b>Activity 3: Cleanup Complete Documentation</b> Receive final cleanup complete letter from state or LEP/LSP determination for CT & MA and submit to EPA	After remediation of sites	Cleanup complete letter or documentation; placed in information repository, reported in PPF and quarterly reports, etc.	Number of Brownfields cleanups complete and ready for reuse; estimated number of Brownfields property acres available for reuse or continued use
<b>Etc.</b>			

## 5. QUALITY ASSURANCE

Prior to undertaking confirmatory sampling, the (name of grantee or borrower/subgrantee) will prepare and submit a Quality Assurance Project Plan (QAPP) which meets with the approval of the U.S. EPA Region I Brownfields Program. The QAPP will describe the sampling and analytical strategies, methods and procedures approved by EPA that will be used in all project data collection.

## 6. PRE-AWARD COSTS (Grantee to include this section if appropriate)

(Name of Grantee) requests the approval of pre-award costs for this cooperative agreement. It is estimated we will need \$XX,XXX to do the following activities: (insert items here). Payment for these costs will be reimbursed after the official award of the cooperative agreement.